

Privacy Policy

General

All the information/data contained on the websites of Turgut Ozal EDUCATION SH.A are processed in accordance with law no. 9887, dated 10.03.2008 "On the Protection of Personal Data" amended, instructions, orders and decisions of the KDIDMP. This privacy notice tells you what to expect when the institution collects your personal information. This applies to the information gathered about:

- Academic staff
- Administrative staff
- Candidates for employment and former employees.
- Students / pupils
- Visitors to the website of our institution

It is important for you to consider that this website provides external links to other independent sites, both within and outside the institution. This policy applies only to direct access to the website with URLs <http://turgutozal.edu.al/>, with its subdomains (<http://tirana.turgutozal.edu.al/>, <http://gjimnazi.turgutozal.edu.al/> , <http://durres.turgutozal.edu.al/>) <http://mist.edu.al/> , <http://epoka.edu.al/>. and <http://asef.al/> We encourage you to read the privacy statements on the other websites you visit.

Cookies

This website uses cookies, which are small pieces of information that are released to your computer or other devices that access the Internet when you visit the site. Cookies are stored in your browser and on your computer / device memory and are used to distinguish you from other visitors to the site.

You may/can refuse to use cookies by selecting the appropriate settings on your web browser, but in doing so, you may not have access to the full functionality of our site.

Visitors to our sites

Turgut Ozal EDUCATION SH.A has/owns the official website of the institution <http://turgutozal.edu.al>. Through the official website, the institution transmits and collects information. The purpose of broadcasting/transmitting and collecting information via the Internet is to be close to the visitors, parents, students or individuals interested in the institution.

For visitors to <http://turgutozal.edu.al>, the system collects standard information that relates to the visits of articles or rubrics on this site. This information is collected for statistical and studypurposes (to indicate the visitor access, to see which are the most sensitive sections and consequently to the interest of the personal data subjects, without ever making them identifiable).

We do not link any data collected/gathered from this site with any personal information that makes the visitor identifiable by any source to come as part of our use. If we want to collect personally identifiable information through our website, we will make it clear to you when we collect personal information and explain what we intend to do with it.

Job applicants, current employees and former employees Turgut Ozal EDUCATION SH.A

When people apply for employment at Turgut Ozal EDUCATION JSC we use information about their application process and to monitor recruitment statistics.

Personal information/data about unsuccessful applicants is held for 12 months after the last update and can also be used for evaluation of candidacy for other employment positions within its subordinate institutions, and then destroyed or deleted. We keep uninitialized/free personalized information for statistical purposes with respect to applicants, to help our recruitment activities, but no applicant is identifiable by this data.

Disclosure and dissemination of personal data

Turgut Ozal EDUCATION SH.A is aware of the importance and sensitivity of personal data and strictly respects the security measures provided for in Law no. 9887 of 10 March 2008 "On Protection of Personal Data" This is achieved through the use of advanced and modern techniques to maintain databases and its computer systems. Also, the company Turgut Ozal EDUCATION SH.A takes care that the transfer and registration of data is done with full security measures in full compliance with the relevant legislation.

We use the information held about you in the following ways:

1. to ensure that content from our website is presented in the most effective way for you and your computer by collecting total information for our users by using it to analyze the effectiveness and popularity of this site
2. to allow you to participate in the interactive features of our service, when you decide to do so
3. we may disclose your personal information to third parties in the following circumstances:
 - if we have received your consent/approval to do so
 - when we are required or authorized by law, court orders, regulators or governmental authority to reveal/disclose your personal data
 - if required to protect the property rights, or the security of Turgut Ozal EDUCATION SH.A company, its members or others.

Measures for security of personal data in Turgut Ozal EDUCATION SH.A

As personal data controller, we take appropriate organizational and technical measures to protect personal data from illegal, accidental destruction, accidental loss, to protect the access to or disclosure to unauthorized persons, especially when processing data in the network, as well as any other form of illegal processing.

Turgut Ozal EDUCATION SH.A as a Personal Data Controller also takes these special security measures:

1. Determine the functions between the organizational units and the operators for the use of the data;
2. Use of data is done by order of the organizational units or authorized operators;
3. Instructs operators, without exception, for their obligations, in accordance with the law on protection of personal data and internal regulations for data protection, including data security regulations;
4. Prohibits the entry of unauthorized persons in the area of the controller or the data processor;
5. Access to data and programs is done only by authorized persons, prohibits access to archiving tools and their use by unauthorized persons;
6. The operation of data processing equipment is done only by the authorized person and every means/tool is provided with preventive measures against unauthorized operation;
7. Records and documents modifications, corrections, deletions, transmissions, updates, etc;
8. Whenever Turgut Ozal EDUCATION SH.A employees leave their workplace, they must close their computers, lockers, safes and office, where personal data is stored;
9. They should not leave the work premises when there are data protected at the desk, and are in the presence of persons who are not employed by the institution;
10. Do not keep personal data monitored when an unauthorized person is present and especially in non-public places;
11. Do not dispose of computers, laptops, flash or other devices containing personal data in any case, and should not leave them in unsafe places without being assured of the deletion or destruction of the data;
12. Protect the data by verifying the identity of the user and by allowing access only to authorized individuals;

13. The instructions for using the computer should be kept in such a way that they are not accessible to unauthorized persons;
14. Perform the entry and exit procedure continuously using personal passwords at the beginning and at the end of their access to the protected data;
15. In documents containing protected data, they must ensure the destruction of ancillary materials (eg evidence or records, matrices, calculations, diagrams and sketches) used or produced for the creation of the document;
16. Documented data are not used for other purposes that are not in accordance with the purpose of the collection.
17. It is forbidden to recognize or process any data recorded in a file for a purpose other than the right to file data. It is excluded from this rule when the data is used for the prevention or prosecution of a criminal offense.
18. Save the documentation of the data as long as it is necessary for the purpose for which it is collected.
19. The level of security should be appropriate to the nature of personal data processing.
20. Respect other legal and sub-legal acts that determine how personal data should be used.

Protection of personal data is carried out, among other things, with the taking of security measures, as follows:

- Through the automatic installation and updating of the antivirus system and the firewall system, which is managed through the system and the network equipment;
- Updating the operating system and renewal (update) of the computer software;
- Allowing staff access only to the materials they need to perform the task;
- The use of passwords;
- Specification of recreating the system procedures (backup) in case of damage.

The premises in which personal data will be processed are protected by organizational, physical and technical measures to prevent unauthorized persons from accessing the premises and equipment that will be used to process personal data.

Electronic devices for processing data and information in the structures of the institution are used only for performing the tasks set out in the regulations. These devices are only used by employees of Turgut Ozal EDUCATION SH.A, previously trained for their use. For each error or defect in the system / database of the institution, the system administrator is notified, which, on request, makes the appropriate adjustment.

Furthermore, regarding the security measures of personal data in Turgut Ozal EDUCATION SH.A, you can read the Regulation "On the protection, processing, safeguarding/storage and security of personal data" of this institution.

Links to other sites

This privacy notice to achieve personal data protection does not include links between this site and other sites. We encourage you to read privacy statements on the other websites you visit.

Changes to this Privacy notice (protection of the personal data)

We update this notification/information regularly, evaluating this privacy policy as one of the most important in the work/activity of the company Turgut Ozal EDUCATION SH.A.

Complaints or questions

Turgut Ozal EDUCATION SH.A company/society strives to meet the highest standards when collecting and using personal data. For this reason, we take very seriously the complaints about this topic. We also welcome any suggestions for improving our procedures. This notice on personal data protection was designed/compiled in order to be clear and accurate. No full details of all aspects of collecting and using personal data are provided by the company Turgut Ozal EDUCATION SH.A. However, we are willing to give you any additional information or necessary explanation.

Any request for this should be sent to the e-mail address info@turgutozal.edu.al or at the address Rruga Pavarësia, Autostrada Tiranë-Durrës, km1, Kashar, Tirana, Albania.

The right to complain/ appeal

Any person who claims/pretend to have been violated the rights, freedoms and legitimate interests of personal data has the right to complain or to notify the commissioner and to request/seek his intervention to put in place/remedy the violated right. Following this complaint, in accordance with the Civil Procedure Code, the data subject may appeal to the court.

Commissioner for Data Protection, Street "A. Toptani ", II floor or on the web site: <http://www.idp.al>

If the data subject has filed an appeal, the controller has no right to change the personal data until the final decision is made.

Privacy policies must/should be understood in accordance with the General Terms and Conditions of this site. Turgut Ozal EDUCATION SH.A company reserves the right to change or modify these policies at any time, in accordance with any possible change of legislation in the field of personal data protection and privacy.

How to contact us

Requests for information regarding our privacy policy can be sent by e-mail to info@turgutozal.edu.al